

CIA-RDP90-00530R001002340049-4

DATE

TRANSMITTAL SLIP

10 Feb 1968

TO:

D/PRO

ROOM NO

3511

BUILD

REMARKS:

FYI

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STAT

FROM:

C/AS

ROOM NO

1W02

BUILDING

EXTENSION

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

ICS 6296-88  
9 February 1988

MEMORANDUM FOR:

[redacted]  
Chief, Facilities Management Division  
Office of Logistics

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FROM:

[redacted]  
Chief, Administrative Staff  
Intelligence Community Staff

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SUBJECT:

Loan Furniture for Congressional Directed Study Group

REFERENCE:

Memo from Director, Intelligence Community Staff to the  
Director of Logistics, Subject - Support for Congressional  
Directed Study of Intelligence Personnel Systems, dated 23  
December 1987

1. Reference advised the Director of Logistics that the Intelligence Authorization Act of FY 1988, requires the DCI to contract with the National Academy of Public Administration (NAPA) to perform a classified study of personnel management and compensation systems within the Intelligence Community. The reference also requested that CIA provide 1,000 square feet of office space to be used by the NAPA team. Office of Logistics has now identified Suite 412 in Key Building for NAPA use. The NAPA employees are being cleared for full agency access status by the Office of Security on an expedited schedule. It is anticipated that 5 or 6 NAPA employees will be located full time in the space provided by CIA. The NAPA Project Director is Don Wortman our former DD/A. In addition, to the full time employees there will be other NAPA employees involved in this Community-wide study who will be attending conference sessions at the NAPA Key Building space.

2. The NAPA Study is to be forwarded to Congress by 20 January 1989. Since the working group has a limited life-cycle it is requested that furniture be provided on a loan basis. The initial requirement is for the following:

- 5 professional desks (wood)
- 5 desk chairs
- 1 Secretarial desk (wood)
- 1 Secretarial chair
- 1 Conference table
- 12 Conference chairs
- 2 Credenzas (wood)
- 1 3 section bookcase (wood)
- 1 4 drawer safe

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3. It is anticipated that the NAPA personnel will be security cleared to occupy space in Key Building by 29 February. Because the office space which was confirmed by OL on 5 February 1988, requires limited cosmetic renovations, a firm delivery date for the furniture cannot be given at this time. It is further requested that a representative from your office contact [redacted] of the ICS to workout furniture size and delivery details. [redacted] can be reached on black at [redacted]

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[redacted]  
Chief/Administrative Staff/ICS

Attachment  
23 December Memo

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Distribution:

Original - Addressee

- 1 -
- 1 - ICS Registry
- 1 - Admin Chrono
- 1 - Admin Subject

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DCI/ICS/AS  (9 February 1988)

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DCI/ICS 87-4457

23 December 1987

MEMORANDUM FOR: Mr. John M. Ray  
Director of Logistics

FROM: Lieutenant General Edward J. Heinz, USAF  
Director, Intelligence Community Staff

SUBJECT: Support for Congressionally Directed Study of Intelligence  
Personnel Systems

1. The Intelligence Authorization Act for Fiscal Year 1988 requires the DCI to contract with the National Academy of Public Administration (NAPA) to perform a classified study of personnel management and compensation systems within the Intelligence Community. This memorandum provides background information and asks for your assistance with logistics aspects of the study.

2. The NAPA study is to be completed by 20 January 1989, with interim reporting dates of 1 May and 1 August 1988. The timeline is tight and we hope to have NAPA under contract by 1 February 1988. Its preparation will be coordinated by the Intelligence Community Staff, with participation by appropriate elements of the Community (CIA, NSA, DIA, State, FBI, and the military services). My staff has had preliminary discussions with officers from your Procurement Division on the broad outlines of the contract to perform the study. Our intention is that CIA will act as the contracting office and a member of the IC Staff will serve as the Contracting Officer's Technical Representative.

3. In addition to contractual matters, your assistance is also requested for other logistics issues. Foremost among these is a need for workspace. The authorizing legislation directs that the study be classified. Initial indications are that the NAPA building is not suitable for classified work and storage. We believe it will be necessary for the NAPA study team to use space within an existing intelligence facility for the one-year duration of the study. Our estimate is that approximately 1000 sq ft of office space will be required. I have asked the Chief of my Administrative Staff, [redacted] to pursue this matter, and would appreciate any assistance you can render him.

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SUBJECT: Support for Congressionally Directed Study of Intelligence Personnel  
Systems

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4. Any questions on the overall study may be directed to  
[redacted] Director of the Planning and Policy Office, Intelligence  
Community Staff, [redacted]

[redacted]  
Edward J. Heinz  
Lieutenant General, USAF

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